



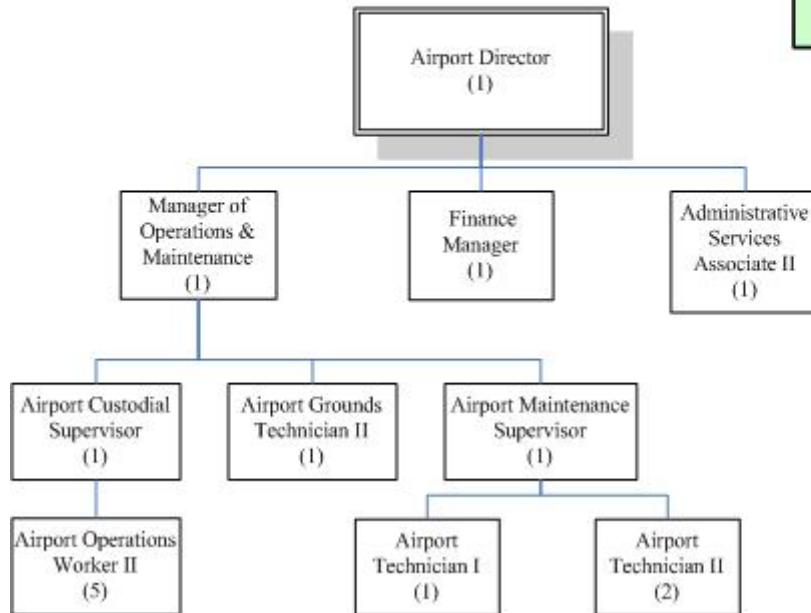
LYNCHBURG REGIONAL AIRPORT

POSITION SUMMARY

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15 City Funded Positions

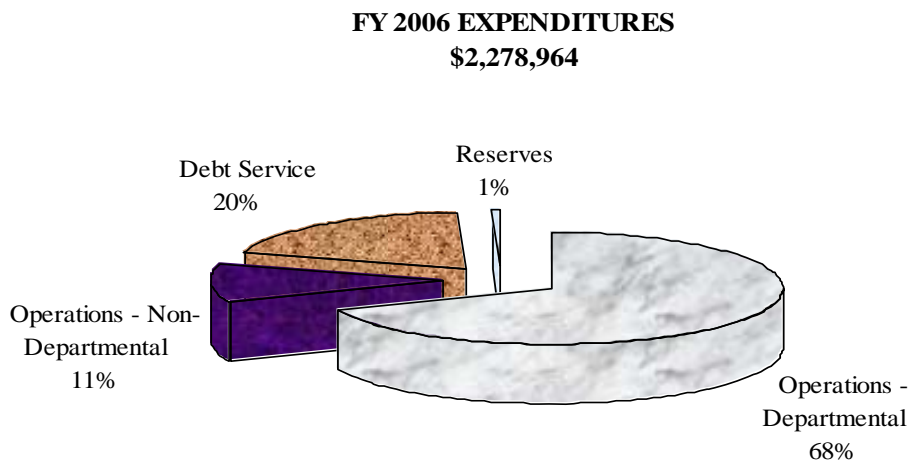
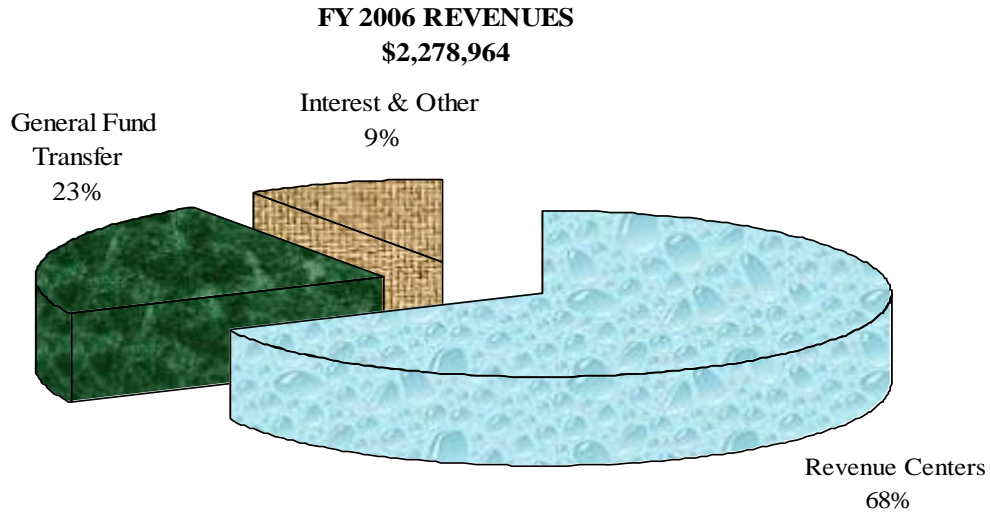
15 Total funded Positions





Lynchburg Regional Airport

Lynchburg Regional Airport is the main commercial service airport serving Lynchburg and the surrounding four-county region. It is served by the regional affiliates of two airlines, Delta Airlines and US Airways, and serves over 120,000 arriving and departing passengers a year. The airport is home base to approximately 70 private and business aircraft. The Federal Aviation Administration (FAA) owns and operates the air traffic control facility at the airport. Airport Administration manages the operations, safety, security, and capital improvements required by the FAA; maintains the airport complex; responds to crash, fire, medical, and other emergencies; promotes the airport; and administers contracts and leases with airlines, concessions, and tenants. Airport Fund revenues are from fees, leases, or rents paid by airlines, the fixed-based operator that services private and business aircraft, and other concessionaires and tenants.





Airport Fund

	Actual FY 2004	Adopted FY 2005	Department Requested FY 2006	Manager's Proposed FY 2006	Adopted FY 2006
FUND SUMMARY					
BEGINNING FUNDS	\$101,196	\$106,137	\$73,505	\$73,505	\$73,505
USE OF RESERVES					
Encumbrances	\$145,351	\$0	\$0	\$0	\$0
TOTAL USE OF RESERVES	\$145,351	\$0	\$0	\$0	\$0
REVENUES					
Revenue Centers	\$1,470,195	\$1,452,293	\$1,541,544	\$1,541,544	\$1,541,544
General Fund Subsidy	490,831	528,981	535,283	531,544	531,544
Miscellaneous	46,315	200,017	205,876	205,876	205,876
TOTAL REVENUES	\$2,007,341	\$2,181,291	\$2,282,703	\$2,278,964	\$2,278,964
EXPENDITURES					
Operations - Departmental	\$1,526,249	\$1,475,022	\$1,567,780	\$1,564,041	\$1,564,041
Operations - Non-Departmental	42,245	261,980	254,883	254,883	254,883
Debt Service	441,043	462,021	444,990	444,990	444,990
Reserve for Debt Service	14,627	14,900	15,050	15,050	15,050
Reserve for Maintenance	17,334	0	0	0	0
Encumbrances	77,988	0	0	0	0
TOTAL EXPENDITURES	\$2,119,485	\$2,213,923	\$2,282,703	\$2,278,964	\$2,278,964
ENDING BALANCE	\$134,403	\$73,505	\$73,505	\$73,505	\$73,505
Key Ratios :					
General Fund Subsidy as a % of Total Expenditures	23%	24%	23%	23%	23%



Airport Fund

	Actual FY 2004	Adopted FY 2005	Department Requested FY 2006	Manager's Proposed FY 2006	Adopted FY 2006
REVENUE SUMMARY					
REVENUE CENTERS					
Airfield Revenue Center	\$132,471	\$131,500	\$136,500	\$136,500	\$136,500
Terminal Revenue Center	967,562	916,219	985,219	985,219	985,219
General Aviation Revenue Center	152,065	157,900	172,750	172,750	172,750
Other Airport Revenue Center	218,097	246,674	247,075	247,075	247,075
TOTAL	\$1,470,195	\$1,452,293	\$1,541,544	\$1,541,544	\$1,541,544
TRANSFERS					
Subsidy from General Fund	\$490,831	\$528,981	\$535,283	\$531,544	\$531,544
TOTAL	\$490,831	\$528,981	\$535,283	\$531,544	\$531,544
MISCELLANEOUS:					
Interest	\$2,431	\$900	\$2,300	\$2,300	\$2,300
Charges for Services	10,348	10,000	10,000	10,000	10,000
State Airport Maintenance Aid	0	40,000	40,000	40,000	40,000
Federal Security Aid	32,558	148,117	152,576	152,576	152,576
All Other	978	1,000	1,000	1,000	1,000
TOTAL	\$46,315	\$200,017	\$205,876	\$205,876	\$205,876
TOTAL REVENUES	\$2,007,341	\$2,181,291	\$2,282,703	\$2,278,964	\$2,278,964



Airport Fund

	Actual FY 2004	Adopted FY 2005	Department Requested FY 2006	Manager's Proposed FY 2006	Adopted FY 2006
POSITION SUMMARY					
City Funded	20.33	20.33	15.00	15.00	15.00
Total FTE Positions	20.33	20.33	15.00	15.00	15.00
EXPENDITURE SUMMARY					
Salaries	\$679,504	\$705,373	\$565,997	\$565,997	\$565,997
Employee Benefits	201,338	221,009	191,342	187,603	187,603
Contractual Services					
Maintenance & Repair	188,390	100,316	99,200	99,200	99,200
Professional Services	4,751	5,114	5,125	5,125	5,125
Temporary Personnel	834	0	0	0	0
Advertising & Public Relations	16,951	350	350	350	350
Airport Rescue & Fire Fighting	0	0	225,000	225,000	225,000
Misc Contractual Services	52,223	38,676	41,296	41,296	41,296
Fleet Service Charges	19,982	19,697	20,221	20,221	20,221
Other Charges					
Supplies & Materials	80,896	76,700	78,060	78,060	78,060
Utilities	137,327	146,681	148,300	148,300	148,300
Travel & Training	9,256	14,798	10,795	10,795	10,795
Telecommunications	5,924	5,620	5,650	5,650	5,650
Postage & Mailing	1,271	1,400	1,350	1,350	1,350
Dues & Memberships	3,021	1,868	2,000	2,000	2,000
Equipment Rental	2,698	2,580	2,700	2,700	2,700
Payments to Other Funds					
Indirect Cost Allocation	73,228	82,530	112,011	112,011	112,011
Self-Insurance	48,655	52,310	58,383	58,383	58,383
TOTAL	\$1,526,249	\$1,475,022	\$1,567,780	\$1,564,041	\$1,564,041
NON-DEPARTMENTAL					
Security Costs (Federal Program)	\$3,616	\$148,117	\$152,576	\$152,576	\$152,576
Maintenance (State Program)	0	50,000	50,000	50,000	50,000
Independent Financial Audit	14,587	12,987	12,987	12,987	12,987
Uncollectible Accounts	5,436	2,000	5,000	5,000	5,000
Other Non-Departmental	8,606	23,876	9,320	9,320	9,320
Transfer to Capital Projects (Matching funds for State Marketing Grant)	10,000	25,000	25,000	25,000	25,000
TOTAL	\$42,245	\$261,980	\$254,883	\$254,883	\$254,883
Debt Service	\$441,043	\$462,021	\$444,990	\$444,990	\$444,990
Reserve for Debt Service	14,627	14,900	15,050	15,050	15,050
Reserve for Maintenance	17,334	0	0	0	0
Encumbrances	77,988	0	0	0	0
TOTAL	\$550,992	\$476,921	\$460,040	\$460,040	\$460,040
GRAND TOTAL	\$2,119,485	\$2,213,923	\$2,282,703	\$2,278,964	\$2,278,964

***Airport Fund Budget Description***

The Department Requested FY 2006 Lynchburg Regional Airport budget represents a 3.1% increase of \$68,780 as compared to the Adopted FY 2005 budget of \$2,213,923.

Significant changes introduced in the Department Requested FY 2006 budget include:

- \$225,000 increase in Contractual Services due to privatizing Airport Rescue & Fire Fighting (ARFF) services at the airport (replaces 3.33 Fire Department personnel).
- \$169,043 net decrease in salaries and benefits due to the elimination of 3.33 Fire Department personnel from the airport budget.
- \$29,481 increase in payments to the City's General Fund for administrative support due to calculations in the most recent Maximus indirect cost allocation report.
- \$6,073 increase in payments to the City's Risk Management Fund for anticipated increases for airport liability insurance premiums.
- \$17,031 net decrease in Debt Service due to normal decreases offset by anticipated additional borrowing in late FY 2005 for construction of T-Hangars to lease to individual aircraft owners.

All major items requested are proposed by the City Manager for funding.

The Proposed FY 2006 Airport Fund budget was adopted by City Council without changes.

Airport Fund Performance Measures**Goal 1:**

Increase number of daily departure seats available from the Airport.

Objective:

Increasing daily departure seats will attract additional passengers, potentially reduce airfares, and contribute to the City's overall economic development potential.

Performance Measure:	Projected FY 2005	Target FY 2006
Number of daily departure seats available	342	438

Goal 2:

Increase airline passenger traffic served by the Airport.

Objective:

Increasing airline passenger traffic will produce significant increases in direct and secondary revenue to the Airport.

Performance Measure:	Projected FY 2005	Target FY 2006
Airline passenger traffic	130,646	140,112

**Airport Fund – Administration Expenses**

	Actual FY 2004	Adopted FY 2005	Department Requested FY 2006	Manager's Proposed FY 2006	Adopted FY 2006
POSITION SUMMARY					
City Funded	5	5	4	4	4
Total FTE Positions	5	5	4	4	4
BUDGET SUMMARY					
Salaries	\$209,891	\$211,289	\$227,091	\$227,091	\$227,091
Employee Benefits	57,231	63,088	72,706	71,079	71,079
Contractual Services					
Professional Services	4,633	5,000	5,000	5,000	5,000
Temporary Personnel	834				
Advertising & Public Relations	16,247	250	250	250	250
Misc Contractual Services	23,171	20,000	20,000	20,000	20,000
Other Charges					
Supplies & Materials	8,847	7,515	6,750	6,750	6,750
Travel & Training	5,233	9,948	8,495	8,495	8,495
Telecommunications	2,336	2,650	2,650	2,650	2,650
Postage & Mailing	1,029	1,250	1,250	1,250	1,250
Dues & Memberships	3,021	1,868	2,000	2,000	2,000
Rentals & Leases	2,698	2,580	2,700	2,700	2,700
Payments to Other Funds					
Payment to City - Indirect Costs	73,228	82,530	112,011	112,011	112,011
Payment to City - Self Insurance	48,655	52,310	58,383	58,383	58,383
TOTAL	\$457,054	\$460,278	\$519,286	\$517,659	\$517,659

Airport Fund – Administration Budget Description

The Department Requested FY 2006 Lynchburg Regional Airport – Administration budget of \$519,286 represents a 12.8% increase of \$59,008 as compared with the Adopted FY 2005 budget of \$460,278.

Significant changes introduced in the Department Requested FY 2006 budget include:

- \$15,802 increase in Salaries reflecting increases approved for position reclassifications in FY 2005.
- \$9,618 increase in Employee Benefits reflecting increased costs for life insurance, retirement contributions, and health and dental insurance.
- \$29,481 increase in Payments to the City's General Fund for administrative support per the most recent Indirect Cost calculation.
- \$6,073 increase in Payments to the City's Self Insurance Fund for anticipated increases in airport liability insurance premiums.

All major items requested are proposed by the City Manager for funding.

The Proposed FY 2006 Lynchburg Regional Airport – Administration budget was adopted by City Council without changes.

**Airport Fund – Terminal Expenses**

	Actual FY 2004	Adopted FY 2005	Department Requested FY 2006	Manager's Proposed FY 2006	Adopted FY 2006
POSITION SUMMARY					
City Funded	8	8	7	7	7
Total FTE Positions	8	8	7	7	7
BUDGET SUMMARY					
<i>Salaries</i>	\$177,037	\$185,366	\$194,126	\$194,126	\$194,126
<i>Employee Benefits</i>	57,727	63,692	71,443	70,193	70,193
<i>Contractual Services</i>					
Maintenance & Repair	55,213	68,316	68,800	68,800	68,800
Professional Services	118	114	125	125	125
Advertising & Public Relations	704	100	100	100	100
Misc Contractual Services	12,665	11,786	13,286	13,286	13,286
<i>Fleet Service Charges</i>	5,742	8,606	8,683	8,683	8,683
<i>Other Charges</i>					
Supplies & Materials	27,401	26,550	27,550	27,550	27,550
Utilities	89,623	94,500	94,700	94,700	94,700
Travel & Training	914	650	900	900	900
Telecommunications	187	200	200	200	200
Postage & Mailing	0	50	0	0	0
TOTAL	\$427,331	\$459,930	\$479,913	\$478,663	\$478,663

Airport Fund – Terminal Budget Description

The Department Requested FY 2006 Lynchburg Regional Airport – Terminal budget of \$479,913 represents a 4.3% increase of \$19,983 as compared with the Adopted FY 2005 budget of \$459,930.

Significant changes introduced in the Department Requested FY 2006 budget include:

- \$8,760 increase in Salaries reflecting increases approved for position reclassifications in FY 2005.
- \$7,751 increase in Employee Benefits reflecting increased costs for life insurance, retirement contributions, and health and dental insurance.

All items requested are proposed by the City Manager for funding.

The Proposed FY 2006 Lynchburg Regional Airport – Terminal budget was adopted by City Council without changes.

**Airport Fund – Airfield Expenses**

	Actual FY 2004	Adopted FY 2005	Department Requested FY 2006	Manager's Proposed FY 2006	Adopted FY 2006
POSITION SUMMARY					
City Funded	3	3	3	3	3
Total FTE Positions	3	3	3	3	3
BUDGET SUMMARY					
<i>Salaries</i>	\$97,854	\$112,528	\$113,220	\$113,220	\$113,220
<i>Employee Benefits</i>	28,576	33,338	36,946	36,252	36,252
<i>Contractual Services</i>					
Maintenance & Repair	114,516	11,250	9,500	9,500	9,500
Misc Contractual Services	3,794	2,890	3,850	3,850	3,850
<i>Internal Service Charges</i>	13,952	11,091	11,238	11,238	11,238
<i>Other Charges</i>					
Supplies & Materials	37,897	24,360	27,660	27,660	27,660
Utilities	20,723	21,700	22,400	22,400	22,400
Travel & Training	1,837	1,400	1,400	1,400	1,400
Telecommunications	2,837	2,120	2,800	2,800	2,800
Postage & Mailing	242	100	100	100	100
Airport Maintenance		50,000	50,000	50,000	50,000
TOTAL	\$322,228	\$270,777	\$279,114	\$278,420	\$278,420

Airport Fund – Airfield Budget Description

The Department Requested FY 2006 Lynchburg Regional Airport – Airfield budget of \$279,114 represents a 3.1% increase of \$8,337 as compared with the Adopted FY 2005 budget of \$270,777.

Significant changes introduced in the Department Requested FY 2006 budget include:

- \$3,608 increase in Employee Benefits reflecting increased costs for life insurance, retirement contributions, and health and dental insurance.
- \$3,300 increase in Supplies & Materials due to increased costs for gas and diesel fuel required for airport vehicles and equipment.

All major items requested are proposed by the City Manager for funding.

The Proposed FY 2006 Lynchburg Regional Airport – Airfield budget was adopted by City Council without changes.

**Airport Fund – General Aviation Expenses**

	Actual FY 2004	Adopted FY 2005	Department Requested FY 2006	Manager's Proposed FY 2006	Adopted FY 2006
POSITION SUMMARY					
City Funded	1	1	1	1	1
Total FTE Positions	1	1	1	1	1
BUDGET SUMMARY					
<i>Salaries</i>	\$21,865	\$22,624	\$23,560	\$23,560	\$23,560
<i>Employee Benefits</i>	7,785	8,575	9,635	9,467	9,467
<i>Contractual Services</i>					
Maintenance & Repair	0	2,000	2,000	2,000	2,000
Misc Contractual Services	10,964	1,200	1,360	1,360	1,360
<i>Other Charges</i>					
Supplies & Materials	709	1,650	1,650	1,650	1,650
Utilities	7,611	9,281	10,000	10,000	10,000
TOTAL	\$48,934	\$45,330	\$48,205	\$48,037	\$48,037

Airport Fund – General Aviation Budget Description

The Department Requested FY 2006 Lynchburg Regional Airport – General Aviation budget of \$48,205 represents a 6.3% increase of \$2,875 as compared with the Adopted FY 2005 budget of \$45,330.

Significant changes introduced in the Department Requested FY 2006 budget include:

- \$936 increase in Salaries reflecting increases approved for position reclassifications in FY 2005.
- \$1,060 increase in Employee Benefits reflecting increased costs for life insurance, retirement contributions, and health and dental insurance.

All major items requested are proposed by the City Manager for funding.

The Proposed FY 2006 Lynchburg Regional Airport – General Aviation budget was adopted by City Council without changes.

**Airport Fund – Other Operations Expenses**

	Actual FY 2004	Adopted FY 2005	Department Requested FY 2006	Manager's Proposed FY 2006	Adopted FY 2006
BUDGET SUMMARY					
Contractual Services					
Maintenance & Repair	\$13,217	\$12,100	\$12,900	\$12,900	\$12,900
Misc Contractual Services	0	1,000	1,000	1,000	1,000
Other Charges					
Supplies & Materials	1,940	1,300	1,800	1,800	1,800
Utilities	19,370	21,200	21,200	21,200	21,200
TOTAL	\$34,527	\$35,600	\$36,900	\$36,900	\$36,900

Airport Fund – Other Operations Budget Description

The Department Requested FY 2006 Lynchburg Regional Airport – Other Operations budget of \$36,900 represents a 3.7% increase of \$1,300 as compared with the Adopted FY 2005 budget of \$35,600.

Significant change introduced in the Department Requested FY 2006 budget:

- \$800 increase in Maintenance & Repair reflecting anticipated increases in maintenance agreements for the aging airport control tower building.

All major items requested are proposed by the City Manager for funding.

The Proposed FY 2006 Lynchburg Regional Airport – Other Operations budget was adopted by City Council without changes.

**Airport Fund – Fire and Rescue Expenses**

	Actual FY 2004	Adopted FY 2005	Department Requested FY 2006	Manager's Proposed FY 2006	Adopted FY 2006
POSITION SUMMARY					
City Funded	3.33	3.33	0.00	0.00	0.00
Total FTE Positions	3.33	3.33	0.00	0.00	0.00
BUDGET SUMMARY					
<i>Salaries</i>	\$166,028	\$166,566	\$0	\$0	\$0
<i>Employee Benefits</i>	49,503	51,781	0	0	0
<i>Contractual Services</i>					
Maintenance & Repair	0	650	0	0	0
<i>Other Charges</i>					
Supplies & Materials	3,425	3,075	0	0	0
Travel & Training	1,272	2,800	0	0	0
Telecommunications	564	650	0	0	0
TOTAL	\$220,792	\$225,522	\$0	\$0	\$0

Airport Fund – Fire and Rescue Budget Description

The Department Requested FY 2006 Lynchburg Regional Airport – Fire and Rescue budget of \$0 represents a 100.0% decrease of \$225,522 as compared with the Adopted FY 2005 budget of \$225,522.

Significant change introduced in the Department Requested FY 2006 budget:

- This entire budget is being eliminated and replaced by a Contractual Services line item in the Airport Safety sub-department.

Elimination of the Lynchburg Regional Airport – Fire and Rescue budget was proposed by the City Manager and adopted by City Council without changes.

**Airport Fund – Safety (Law Enforcement) Expense**

	Actual FY 2004	Adopted FY 2005	Department Requested FY 2006	Manager's Proposed FY 2006	Adopted FY 2006
BUDGET SUMMARY					
<i>Salaries</i>	\$0	\$137,591	\$141,733	\$141,733	\$141,733
<i>Employee Benefits</i>	0	10,526	10,843	10,843	10,843
<i>Contractual Services</i>					
Airport Rescue & Fire Fighting	0	0	225,000	225,000	225,000
Misc Contractual Services	283	0	0	0	0
<i>Other Charges</i>					
Supplies & Materials	3,333	0	0	0	0
TOTAL	\$3,616	\$148,117	\$377,576	\$377,576	\$377,576

Airport Fund – Safety (Law Enforcement) Budget Description

The Department Requested FY 2006 Lynchburg Regional Airport – Safety budget of \$377,576 represents a 154.9% increase of \$229,459 as compared with the Adopted FY 2005 budget of \$148,117.

Significant changes introduced in the Department Requested FY 2006 budget include:

- \$225,000 increase in Contractual Services for Airport Rescue and Fire Fighting (ARFF) services (replaces City Fire Department personnel at the airport).
- \$4,459 increase (100% federal reimbursable) in Salaries and Employee Benefits reflecting the maximum federal reimbursement in FY 2006 to provide law enforcement personnel at the airport.

All major items requested are proposed by the City Manager for funding.

The Proposed FY 2006 Lynchburg Regional Airport – Safety budget was adopted by City Council without changes.

**Airport Fund – Snow Removal Expenses**

	Actual FY 2004	Adopted FY 2005	Department Requested FY 2006	Manager's Proposed FY 2006	Adopted FY 2006
BUDGET SUMMARY					
<i>Salaries</i>	\$6,829	\$7,000	\$8,000	\$8,000	\$8,000
<i>Employee Benefits</i>	516	535	612	612	612
<i>Contractual Services</i>					
Maintenance & Repair	5,444	6,000	6,000	6,000	6,000
Misc Contractual Services	1,629	1,800	1,800	1,800	1,800
<i>Fleet Service Charges</i>	288	0	300	300	300
<i>Other Charges</i>					
Supplies & Materials	677	12,250	12,650	12,650	12,650
TOTAL	\$15,383	\$27,585	\$29,362	\$29,362	\$29,362

Airport Fund – Snow Removal Budget Description

The Department Requested FY 2006 Lynchburg Regional Airport – Snow Removal budget of \$29,362 represents 6.4% increase of \$1,777 as compared to the Adopted FY 2005 budget of \$27,585.

Significant change introduced in the Department Requested FY 2006 budget:

- \$1,000 increase in salaries for overtime necessary for snow removal.

All major items requested are proposed by the City Manager for funding.

The Proposed FY 2006 Lynchburg Regional Airport – Snow Removal budget was adopted by City Council without changes.